

- 3) Click the **Data to Text** icon in the Table Data toolbar to insert the data into the spreadsheet cells.

You can also drag the data source column headings (field names) onto your spreadsheet to create a form for viewing and editing individual records one at a time. Follow these steps:

- 1) Drag and drop the gray box at the top of the column (containing the field name you wish to use) to where you want the record to appear in the spreadsheet.
- 2) Repeat step 1 until you have moved all of the fields you need to where you want them.
- 3) Close the Data Source window by selecting **View > Data Sources** on the Menu bar or pressing *Ctrl+Shift+F4*.
- 4) Save the spreadsheet and select **Edit > Edit Mode** on the Menu bar, or press *Ctrl+Shift+M*, to make the spreadsheet read-only.
- 5) Select **File > Reload** on the Menu bar. All of the fields will show the value for the data of the first record of the data source that you selected.
- 6) Select **View > Toolbars > Form Navigation** to show the Form Navigation toolbar (Figure 400). By default, this toolbar opens at the bottom of the Calc window, just above the Status bar.



Figure 400: Form Navigation toolbar

- 7) Click the arrows on the Form Navigation toolbar to view the different records of the table. The toolbar indicates which record is currently displayed and the total number of records available. The current record number changes as you move through the records and the data in the spreadsheet fields updates to correspond to the data for that particular record number.

From left to right, the Form Navigation toolbar provides the following interactions:

- **Find Record** (provides access to the Record Search dialog)
- **Absolute Record** (type in the number of the required record)
- **First Record**
- **Previous Record**
- **Next Record**
- **Last Record**
- **New Record**
- **Save Record**
- **Undo**
- **Delete Record**
- **Refresh**
- **Refresh Control**
- **Sort**
- **Sort Ascending**
- **Sort Descending**
- **AutoFilter**
- **Apply Filter**
- **Form-Based Filters**
- **Reset Filter/Sort**
- **Data source as Table**